

**INNOVATIVE FACILITIES SUPPORT INTO THE 21ST CENTURY****Changes in FD!****Old Employees...New****Positions**

Since the last employee update in April 1998, FD is now under new leadership and acquired some new employees. Our new Director,

**Pat Barry**, assumed his new duties in October 1998. Pat was the Engineering Eastern Team Leader and has worked for ARS since 1986. Our new Assistant Director,

**Valencia Winstead** also started her ARS tenure in 1987 in FEB and was formerly the Western Team Leader. Valencia assumed her new duties in January 1999.

**Kathy Morris** assumed her new duties as the FCB Chief in February. Kathy was previously a Contracting Officer for a number of years in FD.

**Julie Ellett** became the Lead Procurement Assistant in FCB. Julie was previously a procurement assistant in FCB.

**Ben Allen, John**

**Espenschade, Richard**

**Bachman and Dave Springer** have all left for greener, restful pastures.

**New Employees in FD**

RPMB welcomed Space Management Specialist, **Darissa Simms**, in January 1999. Darissa

comes to us from NASA where she worked at the Goddard Space Flight Center. She is located in the South Building and is currently working on the relocation of AFM to the Portals Building. Darissa will also be providing space management services to ERS at 1800 M Street, Washington, DC.

**Pam Cochran** also joined RPMB as a Space Management Specialist, in April 1999. Pam was a realty specialist for almost 10 years at BARC before joining FD. Pam will provide space management services to ARS employees at BOF.

**Henry Hays** came on board with FEB in March 1999. He brings with him a mix of design, construction, and project management experience. Henry's previous position was with the U.S. Army Corps of Engineers managing the construction of the new Walter Reed Army Institute of Research. He served as the lead mechanical engineer for the 60,000 square foot animal facility portion of the building and was responsible for the building's biological safety cabinets and fumehoods. Henry will be handling the projects in Sidney, Montana, Athens, Georgia, and Ft. Lauderdale, Florida.

We are also pleased to have **Seitu K. Bryson** on board in the Director's office. Seitu started in May 1999 and is in the Student Temporary Employment Program.

He graduated from Laurel High School in June and plans to attend Howard University in the fall. Seitu works as a Computer Aide for the Division and has already been a big help updating the FD Homepage. Feel free to let him help you with any computer related issues.

**FD Homepage**

The FD Homepage went online April 1, 1998. The FD Homepage offers a variety of information and resources. The FD site may be accessed through the AFM Homepage or directly at [www.afm.ars.usda.gov/divisions/fd/index.htm](http://www.afm.ars.usda.gov/divisions/fd/index.htm). This is your page! We encourage you to periodically review it and provide suggestions and comments directly to Seitu.

**AFM's Strategic Plan**

Everyone is talking about the AFM Strategic Plan but what is FD doing? FD plays an active and important role in the AFM Strategic Plan, particularly on strategic outcomes 1, 2, and 5:

**OBJECTIVE: 1.1.1--MONITOR  
AFM BUSINESS PROCESSES  
CONTINUALLY TO ENSURE  
CUSTOMERS RECEIVE TIMELY AND  
PROACTIVE SERVICES THAT MEET  
THEIR MISSION REQUIREMENTS.**

and

**OBJECTIVE: 2.2.1--DEVELOP**

## **CUSTOMER SERVICE PLANS JOINTLY WITH CUSTOMERS.**

*Status: FD established performance and customer service standards, incorporated a customer feedback icon into the FD Homepage, and continually uses TQM tools on all improvement initiatives. FD is in the process of developing a customer survey in conjunction with other AFM divisions.*

## **OBJECTIVE: 1.1.8--STREAMLINE AND IMPROVE FACILITIES AND REAL PROPERTY PROCESSES, POLICIES, AND DELEGATIONS.**

*Status: FD issued contracting warrants to the Engineering Project Managers. Area Offices will review the need to provide warrants to Area Engineers.*

*RPMB reevaluated real property processes, policies, and delegations (see next article for details).*

*FEB and Area personnel are currently developing guidance that will aid Area management in the placement of facility engineering support.*

## **OBJECTIVE: 5.1.1--CONTRACT FOR DEVELOPMENT AND DELIVERY OF TRAINING MODULES ON SPECIFIC SAFETY, HEALTH, INDUSTRIAL HYGIENE, AND ENVIRONMENTAL TOPICS THAT APPLY TO EMPLOYEES' WORK STATIONS.**

*Status: SHEMB produced training videos and distributed throughout REE. Production is underway for two additional video topics (Radiation Safety and Biological Safety).*

## **OBJECTIVE: 5.2.1--REDUCE THE NUMBER OF OBSOLETE FACILITIES.**

*Status: RPMB is tracking disposals in the Real Property Management Information System so information is readily available to respond to such inquiries as Dr. Hom's annual facilities report to Congress and the energy conservation initiative.*

## **OBJECTIVE: 5.2.2--IMPROVE THE DELIVERY OF FACILITY CONSTRUCTION SERVICES.**

*Status: FEB and FCB are developing operating procedures (using existing policy from other Federal agencies) for rating architect-engineering services.*

*FCB consolidated existing directives on facility construction authorities into one P&P.*

*FCB and FEB revised Warranty Phase Procedures and Contracting and Engineering Responsibilities to clarify roles and responsibilities when administering design and construction contracts.*

*The complete Strategic Plan is located on the AFM Homepage.*

## **Real Property Streamlining**

In FY 1998, the Streamlining Real Property Operations Team was established to re-evaluate the delivery of real property services from FD and the Areas to the locations. The Team recommended that the authority to issue Revocable Permits be delegated to the location level. The Real Estate Warrant Officer P&P has since been rewritten

to reflect this change. The Team consisted of June Williams, Mike Downing, Archie Tucker, Terry Krutz, Maryanne Cage, Ira Craig, and Ed Reilly. In February 1999, the team developed a checklist to accomplish real property acquisitions and examined other real property activities such as short-term leases and disposals. They completed their work in June 1999.

## **REE Space Downtown**

AFM employees located in the Cotton Annex and South Building were relocated to the Portals Building on July 9, 1999. The first to move were PPD and FMD who made way for South Building renovation activities. HRD and ITD employees in the fourth wing will relocate once the new HRD files are procured. It is anticipated that the move for these two groups will take place in September. FD employees located in suite 1470 will remain in the South Building. FD is also involved with moves for other REE agencies downtown. CSREES offices are moving from to the Waterfront Center property. This move will be done in four phases and is expected to be complete in FY 2000. NASS offices will be relocating to the third wing of the South Building once phase 1 of the South Building renovation is complete.

## **Current SHEMB Communication/Training Initiatives**

The branch is/will be undertaking several communications/training initiatives including:

C Sponsoring a nationwide

conference for Area/location safety, health and environmental professionals. The conference is scheduled to be held in the first quarter of FY 2000.

- C Disseminating information to Area/location offices via monthly teleconferences. There are currently three on-going teleconferences that focus on the various functions, namely, Occupational Safety and Health, Environmental Management, and Industrial Hygiene.
- C Providing technical information through the FD Homepage. Efforts with field personnel are currently on-going to update the virtual library of Homepage links and add a Standard Operating Procedures page.
- C Developing ARS specific safety, health and environmental management videos. To date, four videos have been produced, and two additional training videos are currently under development (i.e., biological and radiological safety). Copies of the videos are available through the SMART Center or Area Safety Offices.

### **Engineering Conference**

The third engineering conference was held at the Beltsville Office Complex May 4-7, 1999. Engineers from all Areas were represented. Topics of discussion included energy management, Y2k, conflict management, seismic requirements, accessibility, metric, value engineering, QA/AC, commissioning, and the budget process. A town hall

meeting was also held with previous customers. Judging by the comments, it was a success! Future conferences will be held every 2-3 years.

### **ARS' FY 2000 Budget**

The House and Senate Appropriations Subcommittees have marked up the President's budget and proposes funding of \$862,499,000 for ARS. Of this amount, \$53 million is proposed for facility modernization and new construction projects and \$3.6 million for hazardous waste clean up projects at the following locations:

Beltsville, MD	New Orleans, LA
Albany, CA	Wyndmoor, PA
Davis, CA	Plum Island, NY
Peoria, IL	Ames, IA
Hilo, HI	Urbana, IL
Stoneville, MS	Maricopa, AZ
Logan, UT	Manhattan, KS
Ft. Keogh, MT	

We will keep you advised on any actions as we move through the legislative part of the budget process this summer.

### **FD Outstanding Employee Award**

This award program began in 1987 and was designed to recognize nonsupervisory FD employees, semiannually, who have gone the extra mile in delivering facility services to our customers.

**Mike Thompson** received the FD Semiannual Outstanding Employee Award in April. Mike was nominated for superior contributions in his work assignments and outstanding working relationships

with other FD employees and customers.

The next request for nominations will go out in September. Please consider fellow employees who you believe have demonstrated outstanding customer service.

### **EEO/CR**

Employees are encouraged to participate and attend special emphasis programs sponsored by the Department. Just make sure you receive permission from your supervisor to participate. Upcoming Special Observances for the rest of 1999 include:

- C Women's Equality Day-- August 26.
- C Hispanic Heritage Month-- September 15 thru October 15.
- C Disability Employment Awareness Month--October
- C Native American Heritage Month--November

For more specific information about the programs, please call Carolyn Moore or Darlene Butler on 301-504-6507.

### **Change in Performance Appraisal Cycles**

Recently Dr. Horn approved changes to our current rating cycles effective immediately (E-mail dated July 6, 1999). This change will impact most employees in FD. If you have any questions or need clarification, let your supervisor or Linda Nicholson in HRD know.

**Sexual Harassment Prevention Training Now Online**

Every FD employee is required to complete sexual harassment prevention training no later than August 31. This year, employees can access the internet training site on their computer. Instructions to take the training online were sent to all AFM employees via E-mail on July 8, 1999. Please keep in mind that this training is a priority and mandatory for all employees.

**Vacancy Announcements**

The Engineering Team Leader Position closed in June 1999.

The vacant Contract Specialist position will open shortly in FCB.

**WE WANT TO HEAR FROM YOU!**

This newsletter will be published every quarter and will be on FD's Homepage. If you have any articles or suggestions to improve the FD Newsletter, let Valencia or Pat know.